

**TITLE I ON-SITE REVIEW FORM**  
**PARENT INVOLVEMENT**  
**Elementary and Secondary Education Act (ESEA)**  
**Public Law 107-110, Section 1118**

**District** \_\_\_\_\_ **School** \_\_\_\_\_ **Date of Review** \_\_\_\_\_

**Reviewer(s)** \_\_\_\_\_

**LEA LEVEL**

Monitoring Requirements	Evidence of Compliance	Compliant
1. At least one percent of the district's Title I allocation has been reserved for parent involvement, including family literacy and parenting skills, unless the one percent is \$5000 or less.  (Note: Even though a district might not have to set aside this money for parent involvement, all parent involvement requirements listed below must be met).	<input type="checkbox"/> Project application, page 2c <input type="checkbox"/> Not applicable	<input type="checkbox"/>
2. Documentation shows that no less than 95 percent of the one percent of funds for parent involvement was distributed to the schools served by Title I, and schools were involved in the use of those funds.	<input type="checkbox"/> See Schoolwide or Targeted Assistance programs <input type="checkbox"/> Other <input type="checkbox"/> Not applicable	<input type="checkbox"/>
3. Documentation shows that parents of children receiving services under Title I were involved in the decisions regarding how the funds would be used to support parent involvement.	<input type="checkbox"/> The following planning team information proved parents were involved in the decisions regarding how the funds would be used to support parent involvement.  <input type="checkbox"/> Title I planning team meeting notice <input type="checkbox"/> Title I planning team sign-in sheets <input type="checkbox"/> Title I planning team agenda with funding parent involvement activities included <input type="checkbox"/> Title I planning team minutes on funding parent involvement activities included in the minutes	<input type="checkbox"/>

Monitoring Requirements	Evidence of Compliance	Compliant
<p>4. Documentation is available to show that the district developed jointly with, agreed upon with, and distributed to parents of participating children a written parent involvement policy.</p> <p>Documentation is available to show that a school district's written parent involvement policy establishes the district's expectations for parent involvement and describes how the district will:</p> <ul style="list-style-type: none"> <li>• Involve parents in jointly developing the district's local plan and in the process of school review and improvement</li> <li>• Build the school's and parent's capacity for strong parental involvement</li> <li>• Provide the coordination, technical support and other support necessary to assist schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.</li> </ul>	<p><input type="checkbox"/> Evidence of distribution of the original district Title I parent involvement policy to parents requesting input</p> <p><input type="checkbox"/> The following planning team information proved the parent involvement policy was reviewed and revised:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title I planning team meeting notice</li> <li><input type="checkbox"/> Title I planning team sign-in sheets</li> <li><input type="checkbox"/> Title I planning team agenda with the review and revision of the parent involvement policy included on the agenda</li> <li><input type="checkbox"/> Title I planning team minutes with notes on the evaluation of parent involvement activities included in the minutes</li> </ul> <p><input type="checkbox"/> Evidence of distribution of the revised district Title I parent involvement policy to parents</p>	<p><input type="checkbox"/></p>
<p>5. The LEA parent involvement policy addresses how it will implement all required components of Section 1118 of the law. Documentation is available showing that the district has implemented the activities reflected in the LEA policy.</p>	<p><input type="checkbox"/> Current district parent involvement policy and relevant documentation of activities</p>	<p><input type="checkbox"/></p>
<p>6. Documentation is available of the LEA's efforts, in consultation with parents, to assess the effectiveness of its parent involvement activities, to modify the activities to increase parental participation and to access, modify and to be involved in how these funds are allotted.</p> <p>Documentation is available to show that the district conducted, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools by:</p> <ul style="list-style-type: none"> <li>• Identifying barriers to greater participation of parents in parent involvement activities with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background</li> <li>• Using the findings of the evaluation to design strategies for more effective parent involvement</li> <li>• Revising the policy if necessary</li> </ul>	<p><input type="checkbox"/> The following planning team information proved the parent involvement activities have been assessed and modified:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Survey of parents regarding effectiveness of parent involvement program</li> <li><input type="checkbox"/> Title I planning team meeting notice</li> <li><input type="checkbox"/> Title I planning team sign-in sheets</li> <li><input type="checkbox"/> Title I planning team agenda with the review and revision of the parent involvement policy included on the agenda</li> <li><input type="checkbox"/> Title I planning team minutes with notes on the evaluation of parent involvement activities included in the minutes</li> </ul>	<p><input type="checkbox"/></p>

Monitoring Requirements	Evidence of Compliance	Compliant
7. Documentation stating the results of the evaluation of the parental involvement program and changes that were made in the parent program as a result of the evaluation results is available in the form of a written narrative.	<input type="checkbox"/> Written narrative summarizing the results of the evaluation of the parent involvement program and any revisions to be made to the program	<input type="checkbox"/>
8. Evidence is in place that parents of participating children have been given the opportunity to provide comments on the LEA plan (project application) if they feel it to be unsatisfactory, and these comments have been provided to the SEA. These parents have had opportunities for meaningful consultation in the planning and implementation of the LEA plan.	<input type="checkbox"/> Written evidence that the LEA plan (project application) has been shared with parents <input type="checkbox"/> Written procedure for processing parent suggestions	<input type="checkbox"/>

## SCHOOL LEVEL

Monitoring Requirements	Evidence of Compliance	Compliant
1. Documentation is available to show that the school has developed jointly with, agreed upon with, and distributed to, parents of participating children a written parent involvement policy.  Note: A district parent involvement policy already in place for all parents may serve this purpose by being modified, if necessary.	<input type="checkbox"/> Evidence of distribution of the original Title I Parent Involvement Policy to parents requesting input  <input type="checkbox"/> The following planning team information to prove the parent involvement policy was reviewed and revised: <ul style="list-style-type: none"> <li><input type="checkbox"/> Title I planning team meeting notice</li> <li><input type="checkbox"/> Title I planning team sign-in sheets</li> <li><input type="checkbox"/> Title I planning team agenda with the review and revision of the parent involvement policy included on the agenda</li> <li><input type="checkbox"/> Title I planning team minutes with notes on the evaluation of parent involvement activities included in the minutes</li> </ul> <input type="checkbox"/> Evidence of distribution of the revised Title I parent involvement policy to parents	<input type="checkbox"/>

Monitoring Requirements	Evidence of Compliance	Compliant
<p>2. Documentation is available that parents were involved in an organized, on-going and timely way in the planning, review, and improvement of programs under Title I, including the school parent involvement policy and the joint development of the school level program plan.</p>	<p><input type="checkbox"/> The following planning team information to prove that parents were involved in the planning, review, and improvement of Title I programs:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title I planning team meeting notice</li> <li><input type="checkbox"/> Title I planning team sign-in sheets</li> <li><input type="checkbox"/> Title I planning team agenda with the planning, review, and improvement of the Title I program is included on the agenda</li> <li><input type="checkbox"/> Title I planning team minutes with notes on the evaluation of parent involvement activities included in the minutes</li> </ul>	<p><input type="checkbox"/></p>
<p>3. Documented minutes are available indicating that an annual meeting has been held within a reasonable time from the beginning of school and has covered the following Title I issues as detailed in Section 1118 (c)(1):</p> <ul style="list-style-type: none"> <li>• The school's participation in Title I,</li> <li>• The requirements of Title I, and</li> <li>• The parents' right to be involved in their child's education.</li> </ul>	<p><input type="checkbox"/> The following annual meeting documentation is available:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annual meeting notice</li> <li><input type="checkbox"/> Annual meeting sign-in sheets</li> <li><input type="checkbox"/> Annual meeting agenda with the school's participation in Title I, the requirements of Title I, and the parents' right to be involved in their child's education.</li> <li><input type="checkbox"/> Annual meeting minutes with notes on the above information included in the minutes</li> </ul>	<p><input type="checkbox"/></p>
<p>4. Parents have been provided timely information including school performance profiles, their child's individual student assessment results, an interpretation of such results, and a description of the curriculum/assessment. (Section 1114 (b)(2)(A)(IV))</p>	<p><input type="checkbox"/> Written documentation that school performance profiles, individual student assessment results, interpretation of student assessment results, and a description of the curriculum/assessment have been shared with parents.</p>	<p><input type="checkbox"/></p>

<p>5. Documentation establishes that all parents have been given the opportunity for regular meetings for parental input to discuss Title I issues and that regular meetings have been held if parents of participating children desired. Such meetings have been offered at various times during the day to accommodate the needs of parents.</p>	<input type="checkbox"/> The following parent meeting information: <input type="checkbox"/> Title I parent meeting notices <input type="checkbox"/> Title I parent meeting sign-in sheets <input type="checkbox"/> Title I parent meeting agendas <input type="checkbox"/> Title I parent meeting minutes	<input type="checkbox"/>
<p>6. A procedure is in place that provides for timely responses to parents' suggestions generated at these meetings.</p>	<input type="checkbox"/> Written procedure for providing timely responses to processing parents' suggestions	<input type="checkbox"/>
<p>7. Evidence is in place that parents of participating children have been given the opportunity to provide comments on the Schoolwide program plan if they feel it to be unsatisfactory, and these comments have been provided to the LEA.</p>	<input type="checkbox"/> Written evidence that the LEA plan (project application) has been shared with parents <input type="checkbox"/> Written procedure for processing parent suggestions	<input type="checkbox"/>
<p>8. A school-parent compact for all children served under Title I has been jointly developed with parents and it contains at a minimum, parent-teacher conferences, frequent reports to parents on their child's progress, reasonable access to staff, and opportunities to be involved in their child's classroom.</p>	<input type="checkbox"/> Evidence of distribution of the original Title I school-parent compact requesting input from parents <input type="checkbox"/> The compact contains the minimum required content. <input type="checkbox"/> The following planning team information to prove the school-parent compact was reviewed and revised: <input type="checkbox"/> Title I planning team meeting notice <input type="checkbox"/> Title I planning team sign-in sheets <input type="checkbox"/> Title I planning team agenda with the review and revision of the parent involvement policy included on the agenda <input type="checkbox"/> Title I planning team minutes with notes on the evaluation of parent involvement activities included in the minutes <input type="checkbox"/> Evidence of Distribution of the school-parent compact	<input type="checkbox"/>

## LEA AND SCHOOL LEVEL

Monitoring Requirements	Evidence of Compliance	Compliant
1. Assistance is offered to parents in understanding the state's system of academic content and achievement standards, the state and local assessments and their related requirements. The LEA and school share strategies with parents to help them monitor their children's progress and work with educators to improve the achievement of their children.	<input type="checkbox"/> Copies of information shared with parents to help them monitor their children's progress <input type="checkbox"/> Copies of information shared with parents to assist them in working with educators to improve the achievement of their children	<input type="checkbox"/>
2. Materials are provided and training is offered to assist parents in working with their children to increase academic achievement.	<input type="checkbox"/> List of courses, classes, workshops, or programs offered to parents <input type="checkbox"/> Copies of handouts given to parents to assist them in working with their children to increase academic achievement <input type="checkbox"/> Copies of agendas, sign-in sheets, and handouts if parent meetings were held to offer assistance to parents in working with their children to increase academic achievement	<input type="checkbox"/>
3. School staff have been provided appropriate training and support in building effective parent-school relationships and in implementing effective parent involvement programs. (such as: literacy, technology and GED)	<input type="checkbox"/> Copies of agendas, sign-in sheets, and hand-outs from staff training on building effective parent-school relationships and in implementing effective parent involvement programs	<input type="checkbox"/>
4. Efforts have been made to coordinate and integrate parent involvement programs with other programs, to the extent feasible, and to involve community-based organizations and businesses. (Section 1118 (e)(4))	<input type="checkbox"/> Copies of letters, newspapers, brochures or other documentation that verifies communication and collaboration with community-based stakeholders <input type="checkbox"/> Not applicable	<input type="checkbox"/>
5. Information has been provided in a manner allowing for full participation of parents with limited English proficiency or with disabilities, as necessary. Information has been sent to the homes of participating children in a language that parents can understand, to the extent practicable.	<input type="checkbox"/> Examples of written information which have been modified to meet the parents' language or disabilities needs.	<input type="checkbox"/>
6. Responses to parent suggestions for parental involvement activities are timely and reasonable.	<input type="checkbox"/> Written procedure on processing parent suggestions <input type="checkbox"/> Examples of responses made to parent suggestions, if available	<input type="checkbox"/>

Monitoring Requirements	Evidence of Compliance	Compliant
7. Documentation shows that schools and districts have informed parents of the availability and purpose of the Parent Information and Resource Center (PIRC)	<input type="checkbox"/> Written documentation of the parent resource center (i.e. newsletter)  <input type="checkbox"/> Not applicable	<input type="checkbox"/>